

2012-2014-LEA/Charter Technology Plan Notes and Guidelines for Completion

Use the state plan as a guide and/or starting point for planning and composing plan. Please note that this does not mean that it is as comprehensive and the same amount of pages. Scale to fit your LEA/Charter.

Do not plan in isolation. Align and then reference or embed your plan with/within other ongoing initiatives in your LEA/Charter such as RttT and ACRE. Making the technology plan a part of your strategic planning processes is also another strategy and high beneficial for implementation and stakeholder utilization.

Utilize the planning time to **identify redundancy** in applications and programs in your LEA/Charter. Eliminate duplicates and those less worthy of use.

Seek **innovative funding** scenarios. LEA/Charters that allow funding models where spending is in isolation within program areas can be better served by switching to a more blended planning/budgeting model.

Do not choose **evaluation** methods that are too **difficult** to complete – time, funding and personnel. Remember that you may have evaluation processes already in place that are meaningful and acceptable for your plan goals and objectives.

Engaging leadership will be critical for all these processes.

HELPFUL LINKS:

[USAC: Questions to Consider](#)
[4 Basic Requirements](#)

[NCDPI Instructional Technology Division](#)
[NC State School Technology Plan \(SSTP\)](#)

[NCDPI Connectivity Services](#)

[NC Education Cloud](#)

[USAC CIPA Requirement](#) USAC has not yet updated its website to reflect the recent FCC CIPA. The [FCC order](#) gives details concerning the new provisions and requirements.

Technology Integration Plan – Erate Requirements

FOUR **REQUIRED** ELEMENTS:

The four required TIP components to support the services requested on the Form 470 are available online at http://www.usac.org/sl_applicants/step02/.

To qualify as an approved technology plan for Schools and Libraries Program discount, the plan must meet [the following] criteria:

Required element:	State/LEA/Charter Priorities
1. The plan establishes clear goals and a realistic strategy for using telecommunications and information technology to improve education.	Priority 1, 2 and 3
2. The plan has a professional development strategy to ensure that staff knows how to use these new technologies to improve education.	Priority 4 and 5
3. The plan includes an assessment of the telecommunication services, hardware, software , and other services that will be needed to improve education .	Priority 1, 2, 3 AMTR serves to document ongoing count and trends.
4. The plan includes an evaluation process that enables the school to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise	Cloud processes such as interviews and use of ongoing instruments such as STNA, LoFTI to enable-monitoring and ongoing adjustments and planning for all Priorities.

POSTING PLAN:

All referenced/utilized plans including your technology plan must be made available in an easily readable and accessible format on your **LEA/Charter website** so as to be accessible by community as well as vendors during the 470/471 processes. Policies should also be displayed in the same location.

Evaluation Guidelines

Required evaluation methods:

Use of all four evaluation method/models listed below are required in your plan as well as other appropriate methods. You may substitute another type equivalent evaluation method/model if the same/similar outcomes can be accomplished. *This will cover evaluation requirements as stipulated by Erate guidelines which require ongoing monitoring and adjustments.*

1. School Technology Needs Assessment – STNA
2. Looking for Technology Integration - LoFTI
3. Professional Development Evaluations/Questionnaires/Surveys
4. RttT Evaluation Data

Other suggested evaluation methods:

Longitudinal Student Data – Attendance, Discipline, Classroom comparisons, etc.
Longitudinal Data for Teacher Retention
Application reports
Content Filtering reports
Network monitoring reports
Innovative Budgeting Comparisons
NCEdCloud Opt-in Agreements
Professional development plans/outlines/agendas with proof of completion such as sign-in sheets
MCREL Reports
PLC Plans
Formative data from project/initiative
Qualitative measures of success
Conference attendance
21st Century Assessment
AMTR
Rubrics
Exemplars of student work
Network Readiness Assessments

Evaluation Methods not meeting approval standards:

Formative, benchmarking or summative assessments
Lab or Cart use logs
Professional Development sign-in sheets without other documentation such as agendas, outlines, surveys, lessons plans, etc.

Document Retention:

All applicants and service providers are required to retain documents related to the Universal Service Fund for a period of at least **five (5) years from last date of service**. The suggested list of documents to be retained can be found in Paragraphs 45-50 in the FCC's 5th Report and Order ([FCC 04-190](#)).

Approval Checklist

This checklist will be used by your consultant while reviewing and approving for movement to the State Board for approval:

Complete	NCSSTP Elements	Components
<input checked="" type="checkbox"/>	Signature Page	Preliminary Components
<input checked="" type="checkbox"/>	Title Page	
<input checked="" type="checkbox"/>	Table of Contents	
<input checked="" type="checkbox"/>	Committee List	
<input checked="" type="checkbox"/>	Vision Statement/Narrative	
<input checked="" type="checkbox"/>	Strategic Priorities Narrative	
<input checked="" type="checkbox"/>	Priority 1 Elements Complete*	1. The plan establishes clear goals and a realistic strategy for using telecommunications and information technology to improve education. 3. The plan includes an assessment of the telecommunication services, hardware, software, and other services that will be needed to improve education.
<input checked="" type="checkbox"/>	Priority 2 Elements Complete*	
<input checked="" type="checkbox"/>	Priority 3 Elements Complete*	
<input checked="" type="checkbox"/>	AMTR (Annual Media and Technology Report) Complete and Periodically updated	Count/Inventory requirement
<input checked="" type="checkbox"/>	Priority 4 Elements Complete*	2. The plan has a professional development strategy to ensure that staff knows how to use these new technologies to improve education.
<input checked="" type="checkbox"/>	Priority 5 Elements Complete*	
<input checked="" type="checkbox"/>	Utilization of Cloud Resources	4. The plan includes an evaluation process that enables the school to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise
<input checked="" type="checkbox"/>	Alignment to 3 key initiatives	
<input checked="" type="checkbox"/>	Use of required evaluation tools	
<input checked="" type="checkbox"/>	All objectives measureable	
<input checked="" type="checkbox"/>	All addressed	Appendix A: Required Policies
<input checked="" type="checkbox"/>	Current	
<input checked="" type="checkbox"/>	Board approval dates included	
<input checked="" type="checkbox"/>	LEA Policy Noted and Posted	

***Questions answered in narrative, alignments complete, targets addressed.**

Notes:

**REQUIRED SUBSTANTIVE COMPONENTS
OF THE
LOCAL SCHOOL DISTRICT TECHNOLOGY PLAN**

Schools, school districts, and libraries that want to apply for Schools and Libraries support, commonly referred to as "E-rate," must first prepare a technology plan. Beginning with FY2011, technology plans are required only for Priority 2 services (Internal Connections and Basic Maintenance of Internal Connections). An approved technology plan sets out how information technology and telecommunications infrastructure will be used to achieve educational goals, specific curriculum reforms, or library service improvements.

A technology plan designed to improve education should cover the entire funding year (July 1 to June 30) but not more than three years. The plan must contain the following elements:

Goals and realistic strategy for using telecommunications and information technology

A professional development strategy

An assessment of telecommunication services, hardware, software, and other services needed

Ongoing evaluation process

Policies

The technology plan must be approved by a USAC-certified technology plan approver before discounted services can begin. The state is the certified technology plan approver for libraries and public schools. www.usac.org, August, 2011.

LEA/Charter Name:

LEA/Charter Number:

Superintendent Name:

Superintendent Signature

Local Board Chair Name:

Local Board Chair Signature:

Person of Contact:

Telephone:

Contact Email:

LEA/Charter NAME
Technology Plan

2012-2014

Draft November 2011
Final July 2012

**PLEASE REMOVE
GUIDING
NOTES/PLACEHOLDERS
BEFORE SUBMISSION**


Table of Contents

Vision	Page #
Strategic Priorities Overview	Page #
Priority 1: Shared Services Model	Page #
Priority 2: Universal Access to Personal Teaching and Learning Devices	Page #
Priority 3: Access to Digital Teaching and Learning Resources, Including Digital Textbooks	Page #
Priority 4: Model of Technology-Enabled Professional Development	Page #
Priority 5: 21st Century Leadership for Your LEA	Page #
Appendices	Page #
References	Page #

LEA NAME
Technology Planning Committee/MTAC

Member

[illegible]**Job Title/Position**[illegible]



**PLEASE REMOVE
GUIDING NOTES and
DIRECTIONS BEFORE
SUBMISSION**

**<LEA NAME> Technology Plan
2012-2014**

Vision Statement

Notes: Vision is a long range picture of how the “world will be” if you’re successful in your work.

Vision Statements:

- Work as a guide for the work in your LEA
- Focus on key desires/wishes.
- Boundaries ignored
- Inspires and evokes enthusiasm and interest
- Guides decision making and strategy

**<LEA NAME> Technology Plan
Strategic Priorities
2012 - 2014**

Strategic Priorities Overview: Your narrative should address how you will plan and implement the five strategic priorities. You may want to use the narrative from the state tech plan for guidance. **North Carolina State School Technology Plan can be found on the NCDPI Instructional Technology Division webpage under Accountability.**

Shared Services Model

Universal Access to Personal Teaching and Learning Devices

Access to Digital Teaching and Learning Resources, Including Digital Textbooks

Model of Technology-Enabled Professional Development

21st Century Leadership for Your LEA/Charter

Strategic Priority 1: A Statewide Shared Services Model

Essential Questions for <LEA/Charter name>

How will we leverage collaborative purchasing to pay substantially less for technology services and platforms?

How can a Statewide Shared Services Model assist in shifting primary support from infrastructure to instructional needs?

How can a Statewide Shared Services Model enable increased infrastructure and technology efficiency and sustainability?

How can a Statewide Shared Services Model provide higher service reliability?

How can a Statewide Shared Services Model facilitate more strategic budgeting models for our LEA/Charter School?

Current Status and Moving Forward

Write a concise narrative addressing the above essential questions in your LEA/Charter.

Using the chart below, briefly describe/explain how your LEA/Charter plan will utilize and align with the strategies in place in other plans/ initiatives being implemented in your LEA.

Alignment to Other Plans and Initiatives:

Strategic Priority 1: A Statewide Shared Services Model

<LEA/CHARTER NAME> will utilize and align with the following key initiatives/plans to reach for the vision and complete the strategic priorities of our plan...

ACRE

Example: By participating in the shared services model offerings, our LEA/Charter will better prepare for the transition to online assessments, digital textbooks and universal access to personal teaching devices.

Career and College Ready, Set, Go!

Race to the Top Local and State Scopes of Work

Other LEA initiates/plans

Other LEA initiates/plans

Other LEA initiates/plans

1. Statewide Shared Services Model

Goals should be precise and measurable. See notes/guidelines regarding evaluation.

Suggested Targets	Year 1	Year 2	Yearly Evaluation
	July 1, 2012 – June 30, 2013	July 1, 2013 – June 30, 2014	DPI USE-Leave BLANK
Provide equitable and additional access to mobile devices and	<Goal> <Responsible>	<Goal> <Responsible>	
Provide equitable and additional access to digital resources	<Goal> <Responsible>	<Goal> <Responsible>	

Reduce operating costs by facilitating a more strategic budgeting model	<Goal> <Responsible>	<Goal> <Responsible>
Facilitate a more strategic budgeting model utilizing blended funding and reducing isolated programmatic spending	<Goal> <Responsible>	<Goal> <Responsible>
Promote/maintain innovative funding model by utilizing NCEdCloud offerings and alternatives	<Goal> <Responsible>	<Goal> <Responsible>
Maximize E-rate in support of instructional programs	<Goal> <Responsible>	<Goal> <Responsible>
Provide content filtering in accordance with the Children's Internet Protection Act (CIPA).	<Goal> <Responsible>	<Goal> <Responsible>
	<Goal> <Responsible>	<Goal> <Responsible>
	<Goal> <Responsible>	<Goal> <Responsible>

Strategic Priority 2: Universal Access to Personal Teaching and Learning Devices

Essential Questions

What is universal access to personal teaching and learning devices?

Why do our teachers and students need access to personal teaching and learning devices?

How will we provide ample access to individual teaching and learning devices?

What models can be used for implementing universal access to personal teaching and learning devices in our LEA/Charter.

Current Status and Moving Forward

Write a concise narrative addressing the above essential questions in your LEA/Charter.

Using the chart below, briefly describe/explain how your LEA/Charter plan will utilize and align with the strategies in place in other plans/ initiatives being implemented in your LEA.

Alignment to Other Plans and Initiatives:

Strategic Priority 2: Universal Access to Personal Teaching and Learning Devices

<LEA/CHARTER NAME> will utilize and align with the following key initiatives/plans to reach for the vision and complete the strategic priorities of our plan...

ACRE

Career and College Ready, Set, Go!

Race to the Top Local and State Scopes of Work

Other LEA initiates/plans

Other LEA initiates/plans

Other LEA initiates/plans

Priority 2: Universal Access to Personal Teaching and Learning Devices

Goals should be precise and measurable. See notes/guidelines regarding evaluation.

Suggested Targets	Year 1	Year 2	Yearly Evaluation
	July 1, 2012 – June 30, 2013	July 1, 2013 – June 30, 2014	DPI USE-Leave BLANK
Develop a comprehensive sustainable LEA plan for universal access. <i>Resources: NCDPI, NCLTI, Educator Recruitment & Development, and District & School Transformation</i>	<Goal> <Responsible>	<Goal> <Responsible>	

Communicate your plan to all stakeholders.	<Goal> <Responsible>	<Goal> <Responsible>
Increase overall access to personal learning devices.	<Goal> <Responsible>	<Goal> <Responsible>
Utilize Personal Learning Devices to promote student owned learning.	<Goal> <Responsible>	<Goal> <Responsible>
	<Goal> <Responsible>	<Goal> <Responsible>
	<Goal> <Responsible>	<Goal> <Responsible>

Strategic Priority 3: Statewide Access to Digital Teaching and Learning Resources, Including Digital Textbooks

Essential Questions

What are digital teaching and learning resources? What are digital textbooks?

Why do teachers and students need access to digital teaching and learning devices?

What are the benefits of digital textbooks?

What are open educational resources and how can they be used?

How can access to these resources be increased in our LEA?

Current Status and Moving Forward

Write a concise narrative addressing the above essential questions in your LEA/Charter.

\

Using the chart below, briefly describe/explain how your LEA/Charter plan will utilize and align with the strategies in place in other plans/ initiatives being implemented in your LEA.

Alignment to Other Plans and Initiatives:

Strategic Priority 3: Statewide Access to Digital Teaching and Learning Resources, Including Digital Textbooks

<LEA/CHARTER NAME> will utilize and align with the following key initiatives/plans to reach for the vision and complete the strategic priorities of our plan...

ACRE

Career and College Ready, Set, Go!

Race to the Top Local and State Scopes of Work

Other LEA initiates/plans

Other LEA initiates/plans

Other LEA initiates/plans

3: Statewide Access to Digital Teaching and Learning Resources, Including Digital Textbooks

Goals should be precise and measurable. See notes/guidelines regarding evaluation.

Suggested Targets	Year 1	Year 2	Yearly Evaluation
	July 1, 2012 – June 30, 2013	July 1, 2013 – June 30, 2014	DPI USE-Leave BLANK
Shift from traditional print and paper-based resources to affordable, current online resources	<Goal> <Responsible>	<Goal> <Responsible>	

Utilize procured resources such as NC WiseOwl, and other open education resources	<Goal> <Responsible>	<Goal> <Responsible>
Use digital content aligned specifically to Common Core and NC Essential Standards	<Goal> <Responsible>	<Goal> <Responsible>
Ensure equity to digital teaching and learning resources from school to school in your LEA.	<Goal> <Responsible>	<Goal> <Responsible>
	<Goal> <Responsible>	<Goal> <Responsible>
	<Goal> <Responsible>	<Goal> <Responsible>

Strategic Priority 4: A Statewide Model of Technology-Enabled Professional Development

Essential Questions

What skills are needed to transition to digital teaching and learning resources?

How can these skills be delivered and sustained to our LEA teachers and administrators?

How do teachers, administrators, and staff work with colleagues to guide our LEA toward more effective uses of 21st Century tools for teaching, learning, and managing instruction?

How are teachers, administrators, and staff prepared to understand, implement, and assess the span of skills and processes that students need to succeed in the 21st Century?

How are teachers, administrators, and staff prepared to apply 21st Century assessment systems to inform instruction and measure 21st Century knowledge, skills, performance, and dispositions?

Current Status and Moving Forward

Write a concise narrative addressing the above essential questions in your LEA/Charter.

Using the chart below, briefly describe/explain how your LEA/Charter plan will utilize and align with the strategies in place in other plans/ initiatives being implemented in your LEA.

Alignment to Other Plans and Initiatives:

Strategic Priority 4: A Statewide Model of Technology-Enabled Professional Development

<LEA/CHARTER NAME> will utilize and align with the following key initiatives/plans to reach for the vision and complete the strategic priorities of our plan...

ACRE

Career and College Ready, Set, Go!

Race to the Top Local and State Scopes of Work

Other LEA initiates/plans

Other LEA initiates/plans

Other LEA initiates/plans

4: A Statewide Model of Technology-Enabled Professional Development

Goals should be precise and measurable. See notes/guidelines regarding evaluation.

Suggested Targets	Year 1 July 1, 2012 – June 30, 2013	Year 2 July 1, 2013 – June 30, 2014	Yearly Evaluation DPI USE-Leave BLANK
Implement a plan for embedded technology-enabled professional development for teachers and administrators.	<Goal> <Responsible>	<Goal> <Responsible>	

Support models that promote and further the ideals of technology-enabled and integrated professional development	<Goal> <Responsible>	<Goal> <Responsible>
Prepare media specialists and instructional technology facilitators to support digital reform.	<Goal> <Responsible>	<Goal> <Responsible>
Deliver Common Core and Essential Standards training to teachers using integrated technology as a model for further classroom integration.	<Goal> <Responsible>	<Goal> <Responsible>
Prepare staff for online assessment delivery.	<Goal> <Responsible>	<Goal> <Responsible>
Prepare students for online assessment delivery.	<Goal> <Responsible>	<Goal> <Responsible>
Provide ongoing support and professional development necessary for use of data to inform instruction.	<Goal> <Responsible>	<Goal> <Responsible>
Provide support for teacher and administrator progress and evaluation according to MCREL standards.	<Goal> <Responsible>	<Goal> <Responsible>
	<Goal> <Responsible>	<Goal> <Responsible>
	<Goal> <Responsible>	<Goal> <Responsible>

Strategic Priority 5: 21st Century Leadership for All Schools and Districts

Essential Questions

Are your LEA/Charter leaders prepared to lead and create a vision for 21st century education?

Are mechanisms in place for school leaders to create 21st century learning cultures?

Are professional growth programs/opportunities available to prepare teachers and administrators to lead 21st century learning environments?

Current Status/Moving Forward

Write a concise narrative addressing the above essential questions in your LEA/Charter.

Briefly describe/explain how your LEA/Charter plan will utilize and align with the strategies in place in other plans/ initiatives being implemented in your LEA.

Alignment to Other Plans and Initiatives:

Strategic Priority 5: 21st Century Leadership for All Schools and Districts

<LEA/CHARTER NAME> will utilize and align with the following key initiatives/plans to reach for the vision and complete the strategic priorities of our plan...

ACRE

Career and College Ready, Set, Go!

Race to the Top Local and State Scopes of Work

Other LEA initiates/plans

Other LEA initiates/plans

Other LEA initiates/plans

5: 21st Century Leadership for All Schools and Districts

Goals should be precise and measurable. See notes/guidelines regarding evaluation.

Suggested Targets	Year 1	Year 2	Yearly Evaluation
	July 1, 2012 – June 30, 2013	July 1, 2013 – June 30, 2014	DPI USE-Leave BLANK
Create and lead a vision for 21 st century education	<Goal> <Responsible>	<Goal> <Responsible>	
Create 21 st century learning cultures	<Goal> <Responsible>	<Goal> <Responsible>	
Prepare teachers and administrators to lead 21 st century learning environments	<Goal> <Responsible>	<Goal> <Responsible>	

**Develop strategic partnerships
with community and business
to promote 21st Century
learning.**

<Goal>
<Responsible>

<Goal>
<Responsible>

<Goal>
<Responsible>

<Goal>
<Responsible>

<Goal>
<Responsible>

<Goal>
<Responsible>

Appendix A: Policies and Procedures
<LEA/Charter Name> Technology Plan
Policy, Procedure, & Guidelines Implementation Chart

Policies, Procedures, & Guidelines		LEA Policy Code or Procedure	LEA Adoption, Implementation or Revision Date
All Policies, procedures and guidelines should be updated to include the fundamentals of 21st Century Education and Information & Technology Skills. Policies should be translated into predominant languages of students and parents. Policies, procedures and guidelines should be displayed along with the STP and other referenced LEA/Charter plans. Make sure links have navigations that are user friendly.			
Policies Required			
A. Materials Selection Policy including internet resources (GS §115c-98(b))		Code Name/#	Month/Year
B. Disposal of Equipment / Replacement of Obsolete Equipment (GS §115c-518)		Code Name/#	Month/Year
C. Hardware and Software Procurement (GS § 115c-522 , 115c-522.1)		Code Name/#	Month/Year
D. Copyright and Plagiarism Policy (PL §94-553 , 90 Stat. 2541),		Code Name/#	Month/Year
E. Acceptable Use Policy (PL §106-554) (including existing 1:1, bring your own device)		Code Name/#	Month/Year
F. Equipment/Materials Donation Policy (GS §115C-518)		Code Name/#	Month/Year
G. Data Privacy Policy (20 U.S.C. § 1232g ; 34 CFR Part 99 (FERPA))		Code Name/#	Month/Year
H. Inventory Control Policy (GS §115c-539 , 115c-102.6A-C(5))		Code Name/#	Month/Year
I. Access to Services Policy (GS §115c-106.2)		Code Name/#	Month/Year
J. Online Assessment and Instruction Policy		Code Name/#	Month/Year
K. Advertising and Commercialism Policy (GS §115c-98) (Procurement and gifts ethics)		Code Name/#	Month/Year
L. Internet Safety and Ethical Use including Cyberbullying and Harassment (CIPA , FERPA , GS 115C-407)		Code Name/#	Month/Year
(Locally identified policies)			
Procedures			
A. Hardware and Software Deployment			
B. Equipment maintenance and repairs			
C. Outdated Resources and Equipment Replacement			
D. Disaster Recovery of Data and Hardware			
E. Administration of Online Courses			
F. Administration of Online Assessment			
(Locally identified procedures)			
Guidelines			
A. Policy Translation			
B. Use of Digital Media and Resources			
C. Instructional Use of Videos			
D. Development of Online Resources			
(Locally identified guidelines)			